

# Welcome to the Washington State Liquor Control Board (WSLCB) Licensing Briefing

At the WSLCB, our most important task is to create a cooperative relationship with you through education. The WSLCB wants to help you succeed in liquor law compliance and assist with public safety in your communities.

# Specific Class of License

## Private Club

### Rules

- Clubs that sell liquor must abide by all liquor laws, except those specifically provided for in law and regulation.
- Clubs may sell liquor only to members, personally invited visitors and guests.

WAC 314-40-010

# Specific Class of License

## Private Club

### Privileges

Club privileges refer to service, sale, and consumption of club liquor.

[WAC 314-40-010](#)

# Specific Class of License

## Private Club

### Members

- Members can only be admitted with a written application, an investigation and ballot.
- No more than twelve honorary members may be admitted in any calendar year.
- Nonresident and associate members must be restricted to numbers consistent with the nature of the club.

# Specific Class of License

## Private Club

### Visitors

- Visitors must be personally invited by a member.
- Visitors may remain as long as the member is present in the club.
- Visitors may only enjoy the privileges of the club a reasonable number of times in any one calendar.

WAC 314-40-040

# Specific Class of License

## Private Club

### Guest Cards

Guests cards may be issued only:

- For clubs located within a city or town, only issued to persons residing more than 10 miles away.
- For clubs located outside of a town or city, only issued to persons residing more than fifteen miles from the club.

WAC 314-40-040

# Specific Class of License

## Private Club

### Guest Cards

- Guest cards shall be issued for no longer than two weeks. A record of the issuance of each card shall be recorded and be readily accessible to officers of the WSLCB.
- A person issued a guest card by the club manager may introduce visitors into the club provided the sponsoring guest card holder is in the club. When the sponsoring guest holder leaves the club the visitors must leave.
- The house rules or bylaws of your club must provide guest card holders the privilege of introducing visitors into the club.

# Specific Class of License

## Private Club

### Reciprocal Agreements Fraternal Organizations

- Persons who are members in good standing of a national veterans organization may enjoy the privileges of any licensed club affiliated with any national veterans organization.
- Persons who are members in good standing of national fraternal organizations may enjoy the privileges of any club affiliated with that particular national fraternal organization.
- Your club bylaws must authorize reciprocal privileges.



# Specific Class of License

## Private Club

### Reciprocal Agreements Non-Fraternal Organizations

- Persons who are members in good standing of organizations licensed as non-fraternal clubs may enjoy the privileges of other licensed non-fraternal clubs.
- The bylaws of your club must authorize reciprocal privileges.

WAC 314-40-040

# Specific Class of License

## Private Club

### Courtesy Cards

Courtesy cards may be issued to the adult members of any member's immediate family with or without charge upon application to the club by the member.

WAC 314-40-040

# Specific Class of License

## Private Club

### Membership Drives

- Once a calendar year a private club may have a public membership function to recruit new members.
- During the public membership function club liquor may be given or sold to those attending as a part of the membership drive activities.
- You may advertise the function as a membership drive.
- The membership drive may not be held in conjunction with any other non-club activity or event.

# Specific Class of License

## Private Club

### Business Records

- In addition to records required by WAC 314-16-160, clubs shall maintain a complete system of bookkeeping, covering all operations of the club, with the operation pertaining to liquor, being kept separate.
- All such records shall be maintained in an office on the licensed premises and be available for inspection.

WAC 314-40-050

# Specific Class of License

## Private Club

### Club Property and Finances

- All property of any club, as well as the advantages, must belong to the members.
- Any funds used to purchase or improve the club's rooms or quarters must be advanced by the membership. Any obligations assumed in connection with the establishment of operations must be assumed by the entire club.
- No person or person may advance money to the club and then allowed to assume control of operations.

WAC 314-40-060

# Specific Class of License

## Private Club

### Club Property and Finances

- All activities of any club, except food service, must be conducted by the club itself, not by concession basis by either any member of the club or a third party.
- All members or officers shall only be paid a reasonable salary as fixed by the club bylaws.

WAC 314-40-060

# Specific Class of License

## Private Club

### Club Roster

- Every club shall keep and maintain on the premises a complete roster giving the names and addresses of all its members.
- Each club shall file with the WSLCB a complete list of it's officers showing the name, address, and occupation of each officer.
- When any changes occurs in the club officers, the club shall immediately file a revised list with the WSLCB.

WAC 314-40-070

# Specific Class of License

## Private Club

### Club rooms used for liquor

- Each club shall submit a sketch of the entire premises including the portion used for storage, sale and consumption of liquor for approval by the WSLCB.
- No changes in any portion of the premises shall be made until approved by the WSLCB.

WAC 314-40-080



# Specific Class of License

## Private Club

### Club rooms used for liquor

- When practical, rooms devoted solely to service of liquor shall be closed off from the remainder of the club's rooms or quarters.
- Bona fida members may possess and consume their own liquor at any time and in any part of the premises as permitted under the bylaws and/or rules of the club.

WAC 314-40-080

# Specific Class of License

## Private Club

### Public rentals

- If the club rents any portion of the rooms or quarters or holds functions where the general public is invited or admitted, then that area must have liquor service stopped.
- If rooms or quarters in the club can be closed off from the general public then members, bona fide visitors and bona fide guests can have liquor service. The general public is excluded.

WAC 314-40-080

# Specific Class of License

## Private Club

### Sponsored non-club events

- The WSLCB may issue an endorsement to the spirits, beer, wine private club license that allows up to forty non-club, member sponsored events using club liquor.
- Visitors and guests may attend these events only by invitation of the sponsoring member or members.

These events may not be open to the general public.

RCW 66.24.450

# Specific Class of License

## Private Club

### Sponsored non-club events

The holder of the endorsement must provide the WSLCB or designee the following information at least seventy-two hours prior to the event:

- Date and time
- Location
- Name of sponsor
- Brief description of the purpose of the event

# Specific Class of License

## Private Club

### Private Wine Labels

The WSLCB may issue an endorsement to sell this wine for off-premises consumption.

- The wine must be vinted and bottled in the state of Washington.
- The wine must carry a label exclusive to the licensee holder selling the wine.
- Spirits and beer may not be sold for off-premises consumption.

[RCW 66.24.450](#)

# Public Safety

**Public safety is our common goal. Four public safety issues that are very important are:**

- **Minors**
  - Selling or furnishing tobacco to a minor (under age 18)
  - Selling, furnishing, allowing possession or consumption of alcohol by a minor (under age 21)
  - Allowing minor(s) to frequent an age restricted area or premises
- **Over service**
  - Sales to apparently intoxicated persons
  - Allowing possession of alcohol by apparently intoxicated persons
  - Allowing consumption of alcohol by apparently intoxicated persons
- **Disorderly Conduct**
  - Allowing fights/not calling police
  - Owners or employees intoxicated on premises
- **Violations of RCW 69, 69A or 70** – Criminal conduct of owner, employees and/or patrons

# Statistics Show

The most common violations and complaints involve:

- Sales of liquor to apparently intoxicated persons
- Sales of liquor to persons under 21 years of age

# Violations of Public Safety

- If you violate public safety laws or rules, administrative action may be taken against your liquor license. Administrative action could result in a monetary penalty, suspension, or cancellation of your liquor license privileges.
- **BE SAFE.** Please make sure that your staff is trained in liquor laws and company policy.



# New Licensee Program



The WSLCB developed this program to provide technical assistance shortly after you receive your new license.

WSLCB officers will visit your premises to:

- Check your required signs
- Answer any questions
- Provide materials
- Review operations, especially those involving public safety

# Sales to Apparently Intoxicated Persons

A licensee or employee may not supply liquor to any person apparently under the influence of liquor. A licensee or employee may not allow an apparently intoxicated person to possess or consume liquor on the licensed premises.

RCW 66.44.200

WAC 314-16-150



# Over Service

***Over service* (OS) is the term used when patrons are showing apparent signs of intoxication and any of the following:**

- In possession of alcohol
- Being sold or given alcohol by your employees
- Consuming alcohol

# What to do?

If a person is showing signs of intoxication how do you and your employees respond?

Your company policy needs to be clear and concise on how to handle the situation.

Under Washington State law you must remove the alcohol from the patron and refuse further service of alcohol.

# Once The Patron is Cut Off, What's Next?

Your company policy should tell your employees what to do.

- Who should remove the alcohol from the patron?
- How do you cut someone off of service?
- Does the patron get their money back?
- Should the person stay in your premises?
- Who is responsible to get them home safely?

# DUI Statistics

- Every person that is arrested in the State of Washington for DUI is asked to blow into a breathalyzer machine.
- When a person takes the breath test they are asked where they consumed their last drink.

| REPORT DATE: 2/10/05        |                        |              |             |     |
|-----------------------------|------------------------|--------------|-------------|-----|
| DUI INCIDENT REPORT         |                        |              |             |     |
| (BAC VALUE OF 080 OR ABOVE) |                        |              |             |     |
| REGION # 4                  |                        |              |             |     |
| LICENSE<br>E/O NUMBER       | TRADE<br>NAME          | DUI<br>DATE  | DUI<br>TIME | BAC |
| 4G 357761                   | BUZZ INN STEAK HOUSE   | *02/06/2005  | 0222        | 149 |
|                             |                        | 10/07/2004   | 0036        | 220 |
|                             |                        | 03/06/2004   | 0027        | 140 |
|                             |                        | BAC AVERAGE: |             | 169 |
| 4G 368479                   | DEL RED PUB            | *01/13/2005  | 2103        | 130 |
|                             |                        | 08/20/2004   | 0225        | 220 |
|                             |                        | 08/15/2004   | 0127        | 116 |
|                             |                        | 02/22/2004   | 0049        | 112 |
|                             |                        | BAC AVERAGE: |             | 144 |
| 4H 350963                   | THE IGLOO              | *01/13/2005  | 2202        | 167 |
|                             |                        | 06/27/2004   | 2253        | 306 |
|                             |                        | 05/27/2004   | 2040        | 217 |
|                             |                        | BAC AVERAGE: |             | 230 |
| 4J 071403                   | OUT AND ABOUT          | *01/29/2005  | 0245        | 161 |
|                             |                        | 11/27/2004   | 0205        | 207 |
|                             |                        | 11/10/2004   | 0302        | 086 |
|                             |                        | 09/30/2004   | 0252        | 176 |
|                             |                        | 09/27/2004   | 0037        | 232 |
|                             |                        | 09/04/2004   | 0212        | 103 |
|                             |                        | 06/19/2004   | 0220        | 163 |
|                             |                        | 05/29/2004   | 0214        | 139 |
|                             |                        | 04/24/2004   | 0140        | 172 |
|                             |                        | 03/07/2004   | 0336        | 136 |
|                             |                        | BAC AVERAGE: |             | 157 |
| 4J 081946                   | MAGANA'S GOLDEN NUGGET | *01/21/2005  | 0114        | 102 |
|                             |                        | 11/22/2004   | 0209        | 083 |
|                             |                        | 04/19/2004   | 0231        | 203 |
|                             |                        | BAC AVERAGE: |             | 129 |
| 4J 355558                   | SNEAKERS IRISH PUB     | *01/04/2005  | 0116        | 167 |
|                             |                        | 05/01/2004   | 0109        | 143 |
|                             |                        | BAC AVERAGE: |             | 155 |
| 4J 358038                   | HYPNOTIQ BAR & GRILL   | *01/08/2005  | 0207        | 123 |
|                             |                        | BAC AVERAGE: |             | 123 |
| 4K 083448                   | THE JUNGLE             | *02/06/2005  | 0310        | 093 |
|                             |                        | *01/15/2005  | 0154        | 121 |
|                             |                        | 12/19/2004   | 0211        | 190 |
|                             |                        | 12/18/2004   | 0221        | 144 |
|                             |                        | 12/18/2004   | 2318        | 092 |

\*RENOTES CURRENT REPORTING PERIOD

# DUI Statistics

- The police officer puts a code into the breathalyzer that identifies the location.
- Information from the breathalyzer is collected by the Washington State Patrol and forwarded to the WSLCB.

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|                             |                        | 12/19/2004   | 0211        | 190 |
|                             |                        | 12/18/2004   | 0221        | 144 |
|                             |                        | 12/18/2004   | 2318        | 092 |

\*DENOTES CURRENT REPORTING PERIOD

# DUI Statistics

- No violations are generated off the DUI statistics alone.
- The information generated by the breath tests is for informational purposes only.
- The WSLCB considers the statistics as indicators that there might be adjustments that could be made to eliminate potential problems.

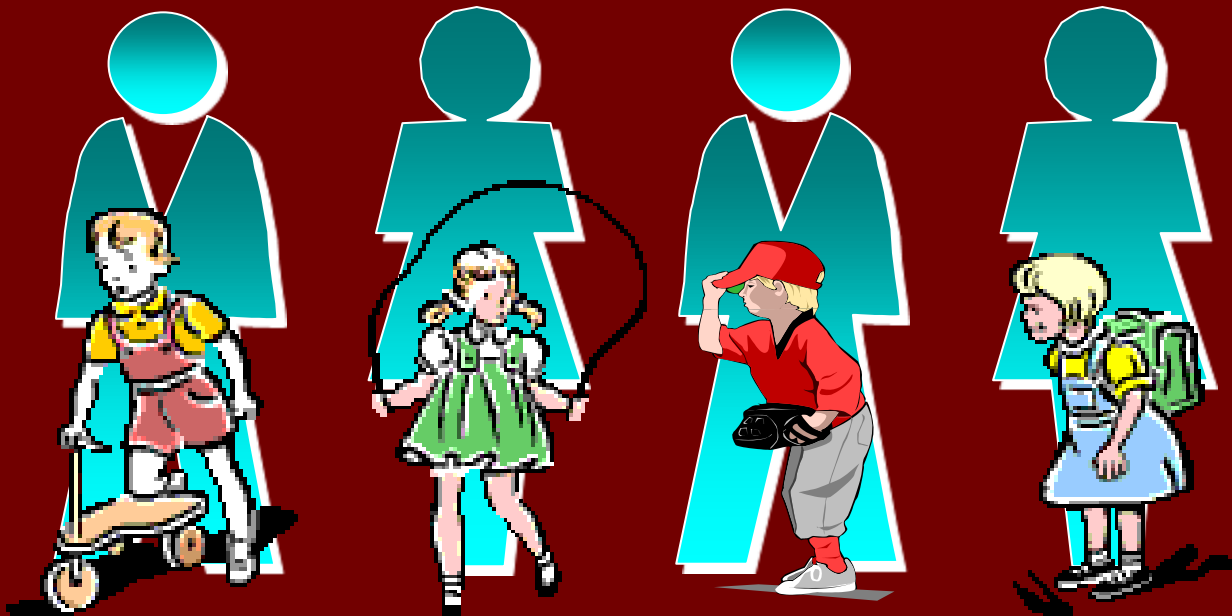


# Intoxicated Drivers Leaving Licensed Premises

Studies show approximately 50% of intoxicated drivers come from licensed establishments.

Source: Mosher, James

# MINOR RESTRICTIONS AND AGE VERIFICATION



# Sales to Minors

- No sales of alcohol to persons under 21 years of age.

*Keep alcohol out of the hands of kids – It saves lives!*

- No sales of Tobacco to persons under 18 years of age.

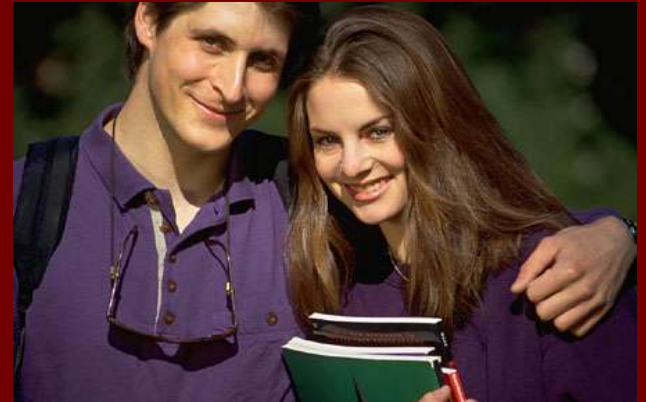
RCW 66.44.270

WAC 314-11-025



# Minors and Alcohol

***No Exceptions!***



Persons under 21 years of age can't purchase, possess, or consume alcohol on your premises.

You and your employees must make sure that anyone that is buying, possessing or consuming alcohol is 21 years of age or older.

RCW 66.44.270

# Youth Access to Alcohol

More than 90% of twelfth graders report that alcohol is “very easy” or “fairly easy” to get.

**Don't be an easy target for minors!**

Source: Institute of Medicine National Research Council of National Academies

# Minor Frequenting

- If your premises has a WSLCB age restricted area, no one under 21 years of age is allowed to frequent that area, 24 hours a day, but may pass through.
- Exception - Employees 18-20 years of age can go into the restricted area to complete their duties. No one under 21 can be assigned to work exclusively in the restricted area. Employees can place orders and pick up drinks for service outside the restricted area, clean up, set up, and arrange tables; deliver messages; serve food and seat patrons.

[RCW 66.44.310](#) and [RCW 66.44.350](#)

# Company Policy on Age Verification:

- Your company policy will dictate the success of your business.
- Your company policy should direct your employees how and when to verify age.
- The only sensible way to identify minors is to check ID of youthful appearing people each and every time.

# Checking ID

- To verify a person's age, your company policy should direct your employees to check ID.

*You should be very strict on this policy!*

- When company policy directs an employee to check ID, only state approved ID's are acceptable.






# Checking ID

These are the only state approved acceptable ID's. You may restrict this list, but may not accept additional forms of ID.

- Drivers License, ID card, or Instruction Permit issued by any state or Canadian Province
- Valid Washington Temporary Driver's License
- US Military ID
- Merchant Marine ID
- Official Passport of any nation
- Washington State Tribal Enrollment Card



**ACCEPTABLE  
IDENTIFICATION**

Identification **MUST** Show:  
Date of Birth, Signature (except US Military ID – see below), Photograph of Bearer and ID Expiration Date

1. Driver's License, Instruction Permit, or I.D. Card Issued by any U.S. State
2. Driver's License, Instruction Permit, or I.D. Card Issued by any Canadian Province
3. Valid Washington State Temporary Driver's License
4. U.S. Armed Forces I.D. Card (Encrypted signature acceptable.)
5. Merchant Marine I.D. Card (Issued by U.S. Coast Guard.)
6. Official Passport
7. Washington State Tribal Enrollment Card (No expiration date required.)

LIQ 317-60-706

# Requirements for All ID's

- Photo of person
- Date of birth (DOB)
- Signature of person (exception: Military ID)
- Expiration date Documents are not required to have an expiration date; if the identification does have an expiration date it must not be expired.

RCW 66.16.040



# How to Check ID

- Now that your company policy has directed your employee to check ID, what is next?
- Your employees need to know how to check ID's properly. Most violations of underage laws occur by misreading ID's.
- Remember that purchasing alcohol is a privilege, not a right. The difference is, patrons have to prove their age to your employees before they can buy, if asked to do so.

# Proper ID Checking

- What does your company policy say about the proper way to check an ID?
- What is the best way to check an ID?
- To check an ID properly employees must use the features of the ID.

# Licensee Certification Cards

A licensee certification card is a voluntary tool that is available for your business. If a customer comes into the premises and presents an acceptable ID, showing them to be over 21, but you have doubts, a certification card can be used.

- You can get the cards at local liquor stores or agencies – free.
- When correctly completed, they provide legal protection from criminal and administrative liability for the seller and licensee.
- If you fill one out, file it alphabetically, and keep it on your premises for inspection by any requesting law enforcement officer.

[RCW 66.20.190](#)

[WAC 314-11-030](#)

# To Use Licensee Certification Cards

Front side

- Check box 1-6 for type of ID presented.
- Fill out ID number and request information.
- Employee fills out the top portion.

**LICENSEE'S CERTIFICATION CARD**  
Provided by RCW 66.20.190  
of the Washington State Liquor Act.

As proof of my age to purchase liquor I present for examination an identification card issued to me by:

1. Driver's License. ☐ Instruction Permit. ☐ Expired Washington State Driver's License Together with Valid Temporary Washington State Driver's License ☐  
Issuing State or Province of Canada \_\_\_\_\_; Number: \_\_\_\_\_

2. **United States Armed Forces** Identification Card. ☐  
Issuing Service: \_\_\_\_\_; Card or Service Number: \_\_\_\_\_

3. Merchant Marine I.D. Card Issued by United States Coast Guard. ☐ Social Security No. \_\_\_\_\_

4. Liquor Control Authority Card of Identification. ☐  
Issuing State or Province of Canada \_\_\_\_\_; Card Number: \_\_\_\_\_

5. Washington State Department of Licensing Identification Card or Identification Card issued by any State or Province of Canada. ☐  
Issuing State or Province \_\_\_\_\_; Number: \_\_\_\_\_

6. Passport. ☐  
Issuing Country: \_\_\_\_\_; Number: \_\_\_\_\_

I understand that pursuant to the provisions of RCW 66.20.200, I am subject to a fine of not less than \$250 nor more than \$1,000; or not less than 25 hours of community service; or imprisonment for up to 90 days; or any combination of the penalties for any false statement made on this card. I do hereby certify that I am of legal age to purchase liquor and that the card of identification as described above is bona fide and was issued to me by an authorized official.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date and time \_\_\_\_\_

\_\_\_\_\_  
Address

LIQ 575-00 (1/94)  (Over)

Person  
presenting  
the ID  
fills out the  
bottom  
portion  
and  
signs name

Employee checks the signature on the card of identification  
with the signature on the certification card.

# To Use Licensee Certification Cards

## Rear side

**INSTRUCTIONS TO LICENSEES**

Under the provisions of RCW 66.20.180 a retail licensee has the right and responsibility, before serving, to require persons of questionable age and appearance to prove they are of legal age to purchase liquor.

To obtain the protection afforded by RCW 66.20.210, you must require the person presenting this card of identification to complete the reverse side of this card. You **must** also complete the certification below.

The card must be officially issued, show the person's correct age, and bear his/her signature and photograph. By law the only acceptable cards of identification are: 1. Driver's License or Instruction Permit issued by any State or Province of Canada. 2. United States Armed Forces ID Card, active duty, reserve, retired and dependents. 3. Merchant Marine ID Card issued by the United States Coast Guard. 4. Official Card of Identification issued by the Liquor Control Authority of any State or Province of Canada. 5. Identification Card issued by the Washington State Department of Licensing or Identification Card issued by any State or Province of Canada. 6. Official Passport issued by any Nation. An expired Washington State Driver's License together with valid temporary Washington State Driver's License is considered an acceptable Washington driver's license.

WASHINGTON STATE LIQUOR CONTROL BOARD

**LICENSEE'S OR EMPLOYEE'S CERTIFICATION**

I hereby certify that the card of identification submitted was examined by me and I have checked the date of birth, and compared the photograph thereon with the person presenting said card. I have compared the signature on this card with that on the card of identification, and I am satisfied that the card properly belongs and relates to the person presenting it.

\_\_\_\_\_  
(To be signed by person who has checked card of identification)

\_\_\_\_\_  
Print Name

Date of birth shown on card of identification: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: File this card on the premises on the day it is signed as prescribed by RCW 66.20.190.  
LJQ 579-80 (11/98) (Back)

### Employee

1. Print and sign name.
2. Print DOB from ID presented.
3. Print time and date.

# Compliance Checks

- Compliance checks are completed to determine that public safety is not being compromised.
- WSLCB, Police Departments and Health Departments can all perform compliance checks at your premises.





# Compliance Checks

- The minor operatives do not look overly mature for their age.
- The minor operatives do not show fake or altered IDs. They may present their real ID or none at all.
- The minor, if asked, may say they are 21.



Age 16

# Private Compliance Checks

You may conduct your own compliance checks to ensure your employees are following the law.

- **You must receive prior written approval from the WSLCB.**
- You can use employees that you hire or you can contract with a third party that conducts the compliance checks.
- If your employees sell during a private compliance check, you can not fire them on the first buy.
- For more information on a sample policy contact either the Restaurant Association at 1-800-225-7166 or your local Enforcement Office.

WAC 314-21

# Compliance Check Rates

Through education, voluntary compliance by retailers, and partnerships with law enforcement, our state compliance rate in 2007 was:

|              |     |
|--------------|-----|
| Liquor Laws  | 79% |
| Tobacco Laws | 87% |

# Licensed Business Open to Inspection

Your licensed premises is open to inspection by WSLCB or local law enforcement anytime someone is in the premises.

[RCW 66.28.090](#)

[WAC 314-11-090](#)



# Hours of Operation



The law allows liquor to be sold, served, and consumed between 6 am and 2 am, seven days a week.

After 2 am no one may possess, consume or be served alcohol at a licensed premises. Alcohol can not leave the premises.

Employees can clean up after 2 am.

Local governments may pass ordinances establishing earlier closing hours.

[WAC 314-11-070](#)

# Record Keeping

All Licensees are required to keep records that clearly reflect all financial transactions and the financial condition of the business for two years.

## *What to keep*

- Purchase invoices
- Bank statements and cancelled checks
- Accounting and tax records
- Records of all financial transactions related to the licensed business

WAC 314-11-095

# Licensee Responsible for Acts of Employees

As the operators of the club you are responsible for every activity that occurs. You do not have to be present when a problem occurs to be responsible!

TRAINING, SUPERVISION and GOOD company policies are the keys. Give your employees the chance to succeed.



# No Drinking on Duty by Licensee or Employees

- No licensee or employee may drink alcohol while working. Employees include DJ's, musicians and Karaoke operators.
- **Exception:** Restaurants may conduct courses of instruction on beer/wine and furnish beer/wine samples to employees.
- No employee or owner may be on their licensed premises while showing signs of intoxication, working or not.





# Authorized Sources to Purchase Alcohol Inventory

Where to purchase?

**Private Fraternal Club:** Spirits/Beer/Wine purchased from assigned liquor store; Beer/Wine from licensed distributors, or domestic Washington breweries or wineries

You **can not** purchase liquor at any retail premises. No liquor can come onto your premises unless it was purchased from an authorized wholesale source within the state of Washington.

**Exception:** Alcohol brought into the premises with a Banquet Permit or Special Occasion License. Club members may bring in their own private liquor, if club bylaws allow.

WAC 314-16-110 and WAC 314-16-160

# Lighting

Anywhere in the licensed premises where customers are allowed, you must keep the lights bright enough to be able to read identifications and observe your patrons clearly.



# Mandatory Alcohol Server Training (MAST)

- All employees, owners and managers must have a MAST permit if they pour/serve alcohol.
- Owners and managers that supervise workers that serve alcohol must have a MAST permit.
- When working, all employees, managers and owners will have their MAST permit with them plus an acceptable piece of identification.
- The MAST permit is the property of the employee.
- MAST permits are issued from private companies only.

Call the WSLCB at 360-664-1727 or visit the web site for current providers  
[www.liq.wa.gov](http://www.liq.wa.gov).



The permit must be obtained within 60 days of initial employment date.

[RCW 66.20.310](http://RCW 66.20.310), [WAC 314-17-030](http://WAC 314-17-030)

# Free WSLCB ID/OS Training Classes Available

The WSLCB can train you and your employees in conducting responsible liquor and tobacco sales. We can train at your location or at our offices. Please contact your local office to make arrangements.



The WSLCB ID/OS classes are supplemental training and **do not** substitute for Mandatory Alcohol Server Training (MAST).

# Display of License Master License with Liquor Endorsements



Your master license must be displayed on the premises so that it is available for inspection by WSLCB and other law enforcement agencies. Most businesses display the license behind the counter.

[RCW 66.24.010](#)

[WAC 314-11-060](#)

[WAC 314-12-030](#)

# Minor Posting Signs Must be Displayed

- If you have an LCB age restricted area in your premises, or your whole premises is age restricted, a Minor Posting sign **must** be posted at each entrance.
- If you have live entertainment in your premises and you exclude minors, this sign **must** be up during those times.



WAC 314-11-060 and RCW 66.44.316

Get extra signs from the WSLCB Enforcement Office.



# Fetal Alcohol Syndrome (FAS) Signs Required

*In your premises this sign must be posted in plain view.*

The FAS sign must be posted at the main entrance to the area that alcohol is sold and in the women's restroom.

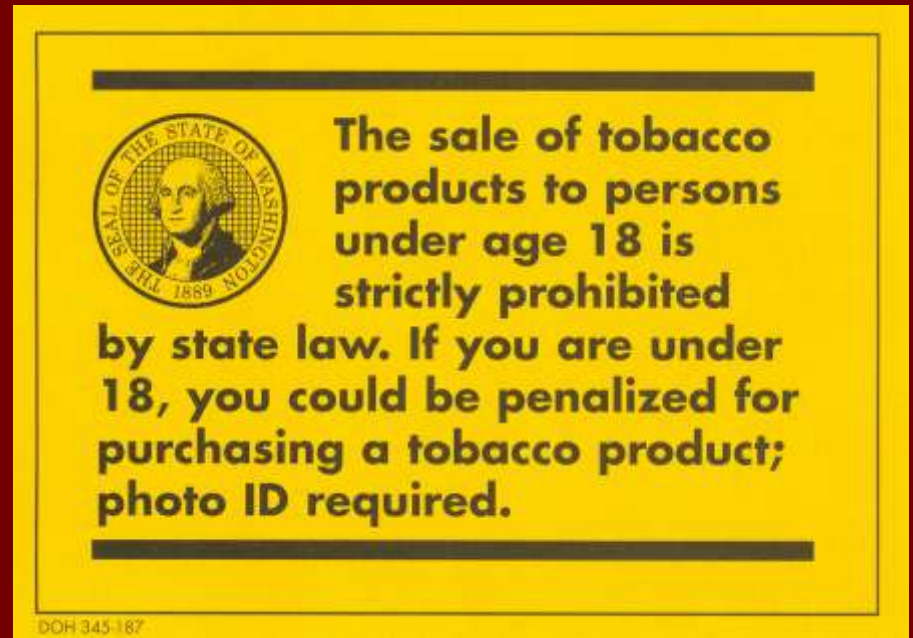
WAC 314-11-060



Get extra signs from the WSLCB Enforcement Office.

# Tobacco Sign Required

- If you are licensed to sell tobacco products you must display this sign at each point of sale.
- If you have a machine dispensing tobacco products this sign must be posted on it. All machines must be in an area restricted from persons under 18. The machines must be over 10 feet from the entrances.
- If you sell cigarettes in a restricted area you still must display this sign.



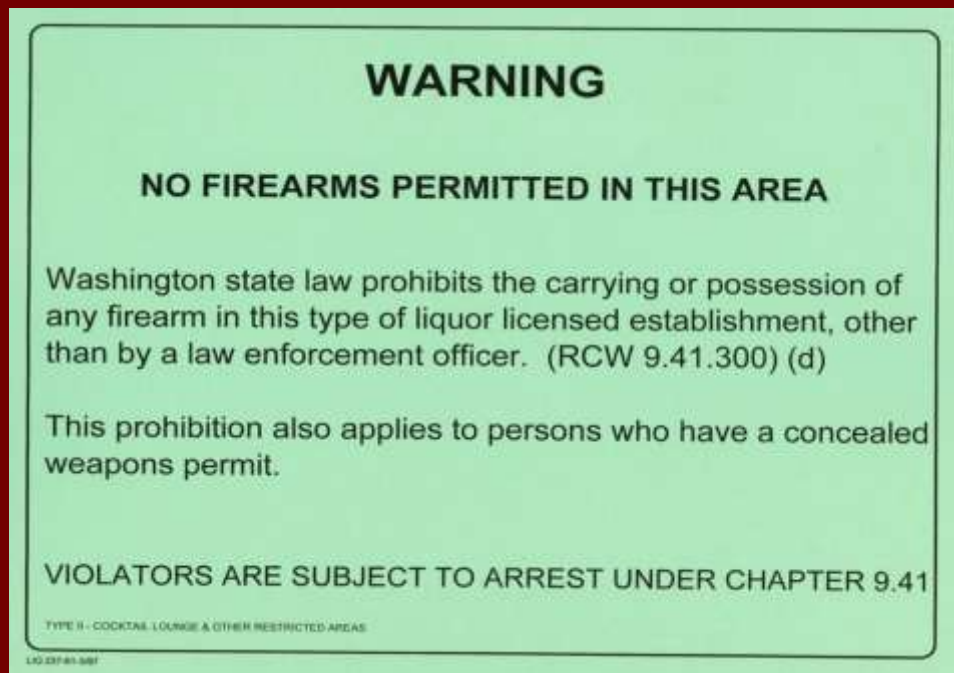
Get extra signs from the WSLCB Enforcement Office.

[RCW 70.155](#), [WAC 314-10-020](#), [WAC 314-11-060](#)



# Firearms Sign Required

This sign must be clearly posted in your lounge, preferably at the entrance to the age restricted area.



**Get extra signs from the WSLCB Enforcement Office.**

[WAC 314-11-060](#)

# Alterations

Local permit may be required.

WSLCB approval is required for:

- Reclassifying a lounge as open to persons under 21 years of age.
- Extending the location of alcohol service, such as a beer garden or patio/deck service (areas must be enclosed with a barrier a minimum of forty-two inches in height).
- Storing liquor off of the licensed premises.
- You may begin liquor service in conjunction with the alteration as soon as approval is received.

[RCW 66.28.080](#) [WAC 314-02-130 \(Alterations\)](#)

# Alterations

- Extending the location of alcohol service, such as a beer garden or patio/deck service (areas must be enclosed with a barrier a minimum of forty-two inches in height).
- Storing liquor off of the licensed premises.
- You may begin liquor service in conjunction with the alteration as soon as approval is received.

# Alterations

- Installing a pass-through window for walk-up customers; and
- Using a licensed premises as an access to another business.
- Any alteration that affects the size of a premises' customer service area. All floor plans must be submitted to the WSLCB with a letter describing the alterations requested.



# Activities

You must notify their local WSLCB Enforcement office in writing **at least forty-eight hours** before conducting the following activities:

- **Male/female dance reviews**, subject to the provisions of WAC 314-11-050
- **Live boxing or wrestling**;
- **Contests or games** where patrons are part of the entertainment;
- **Hours of operation** between 2 am *and* 6 am for licensees that sell liquor for on-premises consumption.



# Changes Requiring WSLCB Approval

- **Change of Location** – When you want to move your business to another location you need to apply to the WSLCB.

[WAC 314-07-085](#)

- **Trade Name** – After you are licensed and want to change your Trade Name you need to apply to the WSLCB.

[WAC 314-07-090](#)

# Raffle of Alcohol

In order to raffle alcohol the club must get a permit issued by the WSLCB.

## Fees:

- Ten dollars for a one time event. Twenty five dollars for an annual permit.

## Application:

- Your club must fill out an application and submit it to the WSLCB in Olympia at least 30 days in advance.

## Restrictions:

- Your club may not sell more than \$5000 dollars worth of raffle tickets in a calendar year.
- No person under 21 can purchase raffle tickets when the prize is alcohol.
- All Washington State taxes must be paid.
- All alcohol must be purchased at retail (no club liquor) or by donation by private citizen.
- Only club members may purchase tickets or be awarded prizes.

WAC 314-38-040

# Banquet Permits

- A banquet permit allows your licensed premises to be used by private individuals and groups if you wish.
- The permit allows private groups to bring alcohol on to your premises. You may charge a corkage fee.
- If the permit is to be active at the same time as the general public is in your premises, the permit area must be segregated from the general public.
- There is no selling of alcohol on a banquet permit.
- You are responsible for violations.

Washington State Liquor Control Board  
**APPLICATION AND BANQUET PERMIT**  
 (Under No. 1) Authorizing the Sale of Alcohol

(Persons with a disability who need the document in another format or other accommodations (call 800-362-6848 or TTY 1-800-822-4266))

To be completed by applicant

|   |  |               |
|---|--|---------------|
| Name of Organization or Person (PLEASE PRINT)                       | City   | County Code   |
| Name of Person Responsible for Arrangements                         | Please See (Show/Print)  | Date of Event |
| Address (Street, P.O. Box, etc.)                                    | Beginning At   | End At        |
| Name of Premises  | Event or Other Note  | Booking At    |
| Street Address of Premises  | City   | State         |
| Number of Persons (See Specifics)                                   |  |               |
| Number of Persons to Attend: Adult Non-Resident _____ Student _____ | Number of Persons Under 21 Years of Age That Will Attend _____ |               |

Monday: ☐ No ☐ Yes ☐ Bring their own liquor \_\_\_\_\_ Phone \_\_\_\_\_

Name/Address of Caterer \_\_\_\_\_

Is the applicant an Owner, Corporate Officer or Employee of a licensed liquor business? Yes ☐ No ☐

If yes, give name of business and telephone number: \_\_\_\_\_

I (we) accept this permit subject to the following conditions: Read and check each condition:

- THE EVENT WILL NOT BE OPEN TO THE PUBLIC. No advance sale of tickets will be made to the general public and no advertising will be directed to the general public. ☐
- Liquor will not be sold, for cash, bars, tickets or in any other manner whatsoever. ☐
- The permit is not valid on a liquor license; premises where the liquor license is suspended. ☐
- All liquor served will be purchased in Washington State from a state liquor store or other authorized liquor retailer. ☐
- This permit will be conspicuously posted in the banquet area. ☐
- Liquor will be served and consumed only in the portion of the premises described. ☐
- Liquor will be served only to members and invited guests who are 21 years of age or older. ☐
- Liquor hours for service and consumption of liquor are 5:00 a.m. to 2:00 a.m. daily. ☐
- The event and the premises for which this permit is issued will be subject to inspection by any liquor control agent or law enforcement officer. ☐

**WARNING:** WAC 314-16-073 states that no licensed premises or employees of a banquet premises may knowingly permit:

- The service of liquor to or consumption of liquor by any person under 21 years of age at the Banquet Permit event.
- Any disorderly conduct to occur at the Banquet Permit event.
- The service of liquor to or consumption of liquor by an apparently intoxicated person.

By making this application and accepting the Banquet Permit, YOU ARE ASSUMING FULL RESPONSIBILITY FOR THIS FUNCTION. A violation could subject the violator to criminal prosecution, immediate cancellation of the permit and render the applicant/premise ineligible for future permits.

(Person Responsible)

I am satisfied that this event is in compliance with all of the above listed conditions. \_\_\_\_\_ Signature \_\_\_\_\_

**APPROVAL:** Applicant organization is hereby permitted to consume liquor at the event described above. Receipt of the fee (see \$12.00 fee per day of event is hereby acknowledged)

Name/Title of Employee \_\_\_\_\_ State No. / City \_\_\_\_\_ Signature/Phone \_\_\_\_\_

WAC 314-16-073 Write: Applicant, Caterer, Enforcement Officer, Print: Store

WAC 314-18





# Special Occasion Licenses

- This is a license for a non-profit group to sell alcohol at specific time, date and place.
- The license is \$60.00 per day per location.
- The application process is normally 45 days.
- Minors **will not** be allowed in your alcohol consumption area.

 License Control Board  
Licensing and Regulation  
PO Box 41095  
Olympia WA 98554-3095

**Application For Special Occasion License  
for a Not for Profit Society or Organization**

A Special Occasion License allows a not for profit society or organization to sell spirits, beer, and wine by the individual serving to registered consumption at a specified event. A Special Occasion License may, with prior Board approval, sell beer and wine in original, unopened containers for off-premise consumption.

Fee is \$60 per day, per location. Make check payable to WSLCR. Mail application, with check, to WSLCR, PO Box 43098, Olympia, Washington 98504-3098. Special Occasion License holders are limited to 12 single-day events per calendar year. Applications must be filed at least 30 days before the event.

Please call (360) 664-3417 if you have any questions.

1. Name of Society or Organization \_\_\_\_\_

2. Street Address of Organization: City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

3. Is the applicant a registered nonprofit society/organization? ☐ yes ☐ no Registration No. \_\_\_\_\_  
If no, attach affidavit of nonprofit status with signature of person responsible for the event.

4. Name of contact person must be at least 21 years of age  
Name \_\_\_\_\_ Title \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone No. \_\_\_\_\_

5a. Has the applicant organization previously held a special occasion license? ☐ yes ☐ no

5b. If yes, when? \_\_\_\_\_ License No. \_\_\_\_\_

6. Name of Event \_\_\_\_\_

7. Name of premises where function will be held (building, hall, room, etc.) \_\_\_\_\_

8. Event Location Address: City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Inside City Limits? ☐ yes ☐ no

9. Is event being held on church or school property, a military facility, or a liquor licensed premises? ☐ yes ☐ no  
If yes, appropriate official must sign below to authorize the sale of liquor at the event location.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

10. Total number of persons to attend event \_\_\_\_\_ Total number of persons under 21 years of age to attend event \_\_\_\_\_

11. Alcoholic beverages will be distributed as follows \_\_\_\_\_

12. Are you receiving anything other than advertising services, dispensing equipment, or product from a manufacturer, distributor, or agent? ☐ yes ☐ no

13. Mail license to \_\_\_\_\_ Name \_\_\_\_\_ Mailing Address (Street/Box/P.O. Box, City, State, Zip Code) \_\_\_\_\_

14. Fax number ( ) \_\_\_\_\_

15. Are you requesting permission for sale of beer/wine for off-premise consumption? ☐ yes ☐ no

| Category of Event | Alcohol Permitted | Yes                      | No                       | Type of Event   |
|-------------------|-------------------|--------------------------|--------------------------|---|
|                   | Beer              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Auction <input type="checkbox"/> Community Celebration |
|                   | Wine              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Outdoor Event <input type="checkbox"/> Other _____     |

PSW 00004 AA 04/04 - Carolina Evans (LAW) ☐ yes ☐ no Local officials: ☐ initiated ☐ no comment ☐ denied ☐ pending

Distribution: White and Star - Licensing and Regulation Web: Applicant

02/08/04 (2/04)



# Special Occasion Licenses

- All alcohol is an individual serving for on premises consumption.
- With approval, beer/wine can be sold to go, in original containers.
- All proceeds from the sale of alcohol must go directly back into the non-profit organization, except for reasonable operating costs of actual services performed.
- The WSLCB may request documents to verify the organization is a bona-fide nonprofit, who the true party(ies) of interest are, and that the organization meets the guidelines in WAC 314-05-020 and 025.
- All spirituous liquor must be purchased from a Washington state-run or contract store.



# Special Occasion Licenses

- Beer and wine must be purchased at retail or from a beer or wine distributor. Breweries, wineries and out of state breweries and wineries holding a certificate of approval license may donate alcohol to special occasion license holders that are 501 (C) (3) charitable organizations.
- Alcohol manufacturers and importers and distributors may provide advertising, pouring, or dispensing of beer or wine at a beer or wine tasting exhibition or judging event. They may not provide money, goods, or services to special occasion licensees.
- Officers, directors, and/or stockholders of the organization may not have an interest in a manufacturer, importer, or distributor of alcohol.



# Special Occasion Licenses

If the special occasion event is to be held at liquor licensed premises the special occasion function must be held in an area separate from areas open to the public, and the licensed premises' liquor cannot be sold or served in the same area(s) as the special occasion license function.

- The liquor licensee cannot charge for the liquor purchased by the special occasion licensee for service at the special occasion event, but can charge for room usage, services etc.
- The liquor licensee must sign the special occasion application giving permission for the special occasion licensee to bring alcohol onto the premises.
- Special occasion licenses will not be issued for use at premises whose liquor license will be suspended on the date(s) of the scheduled event.

[RCW 66.24.320](#), [RCW 66.24.380](#), [WAC 314-05-020](#), [WAC 314-05-025](#), [WAC 314-05-030](#)

# Tobacco

## Rules for tobacco retailers:

Other Tobacco Product (OTP) includes cigars, chewing tobacco and any other products that contains tobacco but is not a cigarette.

- If you do not sell cigarettes but sell OTP you must get the tobacco license. Contact Washington State Department of Revenue to get the license.
- You must have a tobacco retailers license. The tobacco license also includes a license to sell OTP.

[RCW 82.24.500](#) and [RCW 82.24.090](#)



# Tobacco

Rules for cigarette and OTP retailers:

- All products must be purchased from a licensed Washington Wholesaler/Distributor. RCW.82.24.050, RCW 82.24.040
- All invoices showing purchases of products must be kept on the licensed premises for a minimum of five years. RCW 82.24.090
- All cigarettes in your premises must have a Washington Tax Stamp on the package.
- No single cigarette sales. This does not include individual cigarettes that are packaged and have a tax stamp.

# Tobacco

These are the stamps for the State of Washington:





# Tobacco

## Sales of cigarettes from a machine:

- The machine must be located in a area that only 18 year and older people can access.
- The machine must be located at least 10 feet from any entrance.
- Each machine must be licensed.
- The expiration date, which is on the license, must be attached to the machine.
- The machine must have a minor warning sign on it.

RCW 70.155



# The End!

This is the end of your licensing briefing. If you have additional questions or want more information, please call your local liquor enforcement officer.

Please use the attached form and e-mail the completed form to:

[EnfCustomerService@liq.wa.gov](mailto:EnfCustomerService@liq.wa.gov)

Or mail the form to: WSLCB Enforcement  
3000 Pacific AVE SE  
Olympia WA 98504-3094